CITY OF DOVER
HISTORIC DISTRICT COMMISSION
February 16, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, February 16, 2017 at 3:00 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, and Mr. Scrafford. Ms. Horsey and Mr. Jackson were absent.

Planning Office Staff members present were Mrs. Melson-Williams and Mrs. Purnell.

APPROVAL OF AGENDA

Mr. Scrafford moved for approval of the agenda as amended, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Ms. Horsey and Mr. Jackson were absent.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF NOVEMBER 17, 2016

Mr. Scrafford moved for approval of the minutes of November 17, 2016, seconded by Mr. Czerwinski and the motion was unanimously carried 3-0. Ms. Horsey and Mr. Jackson were absent.

COMMUNICATIONS & REPORTS

Summary of Activity 2016 Report

Mrs. Melson-Williams stated that included in the packet was a narrative Summary of Activity for 2016 that was related to the Historic Preservation and the Historic District Commission in the calendar year. Included are tallies and charts of various Permit activities. Also, included is a summary on some key projects, construction activities in the District and other programs preservation related. Some of the information found in this report included in your packet will be included in the Planning and Inspections Annual Report.

Summary of the 2015 and 2016 applications that came before the Historic District Commission was provided. For each calendar year, there were a total of eight (8) applications for 2015 and six (6) applications for 2016. Majority of the 2015 projects are complete except for the South Bradford Streetscape project. The City continues to work with DelDOT on that project.

Mr. McDaniel questioned whether there was any timetable for the South Bradford Streetscape project? Mrs. Melson-Williams replied that she did not know.

Mr. Scrafford questioned whether the segment of South Bradford Street from Loockerman Street to Division Street going to become something other than just Bradford Street? Chairman McDaniel replied he did not think so and Mrs. Melson- Williams replied no; it is part of some of the Downtown initiatives and particularly thinking that it is a corridor that leads from Wesley more directly into the downtown.

Mr. Scrafford questioned whether it was a visual improvement? Mrs. Melson-Williams replied

yes. Chairman McDaniel replied that they came before the Historic District Commission regarding redoing the sidewalks on Bradford Street. There were two (2) or three (3) choices and the Commission voiced their opinion of whether it would be all brick or cement in the middle with brick trim.

Mr. Czerwinski questioned whether a decision was made? Mrs. Melson-Williams replied that she believed that it was predominately concrete with brick accent. It was not intended to be stamped pavement.

Chairman McDaniel stated that the residents like the concrete better than all brick.

Mr. Czerwinski stated that residents were used to seeing the existing brick flake up.

Mr. Czerwinski questioned whether trees would be removed in order to do this project? Mrs. Melson-Williams replied no; it will stay in the right-of-way. There may be other utility improvements.

Summary of Architectural Review Certifications for 2016

Mrs. Melson-Williams stated that to date there have been forty-nine (49) Permits with activities in the Historic District and that includes building interior and exterior projects, roof, signage, and fence permits. Thirty-two (32) of the Permits were approved by Staff including three (3) that were heard by the Historic District Commission. There were seventeen (17) Permits which required no Architectural Review Certification because of the type of project.

Mr. Scrafford questioned whether there were any permits with problems? Mrs. Melson-Williams replied the project at 527-529 South State Street that was reviewed for a parking lot and a fence, a permit was obtained, but there has been no activity. The building is currently a couple of apartment units, but it is zoned as such that it could be offices.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that the Permit for the Carriage House at 2 Kings Highway was issued in January.

Chairman McDaniel questioned whether this was Dr. Halpern project? Mrs. Melson-Williams replied yes. This projects takes down the existing garage and builds a new Carriage House that serves as a garage, pool facility, and second floor interior space.

Chairman McDaniel questioned the summary status of the project at Loockerman Way, Mrs. Melson-Williams replied that it is application HI-16-05 which is the mixed-used buildings at Loockerman Way. It went through the Historic District Commission process, received Planning Commission approval, and at this point the Planning Office is awaiting updated plans (Check Print process) to ensure their plans are meeting all the requirements from the Planning Commission meeting and other agencies. We have not seen a submission of the plans at the current time.

Mr. Czerwinski questioned whether there was any discussion regarding the cornice. Mrs. Melson-Williams replied that since it went to Planning Commission, no additional information has been

submitted. The applicant went before the Planning Commission in September of 2016 and from that Planning Commission date they technically have two years to finalize the plan and start construction on the first phase.

Chairman McDaniel questioned whether the applicant would need to ask for an extension after one year? Mrs. Melson-Williams replied no.

Department of Planning & Inspections Update

Mrs. Melson-Williams stated that Mr. William (Bill) Cook who was a Planner in the office returned to Alexandria, Virginia and is now currently a Development Activity Plans Reviewer in the Planning Office for the City of Alexandria. He originally worked in the private sector in that area and has returned. He was certainly appreciative of his time and experience with the City of Dover. The vacant position has been posted.

NEW BUSINESS

Review of Permits Referred to Commission: None

OLD BUSINESS

Certified Local Government (CLG) Program:

CLG Annual Report for FFY October 2015-September 2016

Mrs. Melson-Williams stated that included in your packet was a portion of the CLG Annual Report that needs to be completed. The Planning Office reports on the entire application review process. The information has been submitted. There were also two (2) additional National Park Service forms that had to be completed.

Chairman McDaniel questioned whether new bios had to be submitted? Mrs. Melson-Williams replied when a new person comes on board you have to submit the resume and we are current.

Update on FFY2016 Grant Project: Evaluate and Update the *Design Standards & Guidelines for the City of Dover Historic District Zone:*

- Submission of Progress Report 2 (October - December 2016)
- Project Activities

Mrs. Melson-Williams stated that the second Progress Report for the timeframe from (October - December 2016) was submitted. There has been very limited progress to date. Staff has not fully drafted the RFP which will be necessary to retain consultant services to do the project. There will be a meeting next week with the State Historic Preservation Office regarding the status of the grant to determine a path forward.

Mrs. Melson-Williams stated that the Office has not received any information regarding proposing a grant project for the next Federal fiscal year which would start July of 2017.

Mr. Scrafford questioned whether the grant would stay issued once it is issued or pulled at a certain time? Mrs. Melson-Williams replied that there is an expiration date.

Discussion on 2 West Loockerman Street

Mr. Czerwinski commented his concern that it was his understanding from a former member that there was a series of concurrent staff approvals to get the structural fixes done to the building and have the façade removed and replaced. He questioned whether it was correct that none of that came before the Historic District Commission? Mrs. Melson-Williams replied that is correct.

Mr. Czerwinski stated that of all the things that have been done to the façade and front of the building which is probably the most visible building on Loockerman Street was never given any review by the Historic District Commission.

Chairman McDaniel stated that the Historic District Commission saw rendering of what the project would look like.

Mr. Czerwinski questioned what was the outcome from the renderings? Chairman McDaniel replied that he did not quite remember, but it was not objected to. It is an improvement because there are structural problems with the building. Mrs. Melson-Williams replied that it came before the Commission as information because anything interior is subject to permitting, but it is not subject to Architectural Review Certification. The exterior improvements are basically related to the first floor and the corner. The project consisted of removing the vinyl, the series of windows, and the door and going back with basically a storefront system that looks very similar to what it looked like when it was the drugstore.

Mr. Czerwinski stated his concern was that it did not look like the storefront. Staff made approval for a building that is extremely visible that should have had some sort of oversight or approval from the Historic District Commission.

Mr. Czerwinski questioned whether there was more than one Staff approval required? Mrs. Melson-Williams replied there would have been multiple permits related to their work. She would need to look at the Permit history because there are also interior renovation activities on the third floor which is an apartment space (that has no outside impact). The *Zoning Ordinance* gives the authority for that type of activity for Staff to review. It does not require Historic District Commission. Staff can bring it to the Commission when there is a question about whether or not it meets the *Design Standard and Guidelines*. Because it has Staff review does not exclude them from looking at the book. If their plan information was not indicating that some of the historic stuff was still there like the windows, they would have no way of knowing that.

Mr. Czerwinski stated that he did not realize that the setbacks were still in the windows when they were removed. He questioned whether Staff saw when they were pulled off? Mrs. Melson-Williams replied that she did not see it because of the frequent tarp.

Mr. Czerwinski stated that each of the window frame was still in place. They were not occupying the first 6-feet of the structure because the setbacks to the window and door was still there. He thinks the Commission lost a good opportunity of restoring it a little to its original appearance. Putting windows down in a line does not reflect the storefront. He suggested perhaps there could have been a discussion with Mr. Malmberg to have the Malmberg logo on the window which would also be a better presentation for his company.

Chairman McDaniel stated that the point was well taken. Sometimes the Commission is surprised as to what they do and do not hear. He stated that it was a signature location.

Mrs. Melson-Williams stated that there is nothing in the Code that states that signature locations have to come before the Historic District Commission. Planning Office can make available what was proposed.

Mr. Czerwinski stated that he was still not clear on how it was strictly a Staff decision to make to a full change to a façade. In the future, the Commission has to review what constitutes a legitimate Staff Review of an item.

Mrs. Melson-Williams stated that if there were several meetings in the past regarding the authorization that are granted in the *Zoning Ordinance*. The authorizations are listed in the *Zoning Ordinance, Article 10, Section 3.*

The Commission continued to briefly discuss the above item of 2 W. Loockerman Street and what the Historic District Commission should review.

Mr. Scrafford moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 3-0. Ms. Horsey and Mr. Jackson were absent.

Meeting adjourned at 4:01 PM

Sincerely,
Maretta Savage-Purnell
Secretary